



## 2011 Event Rental Agreement Form - CLUBHOUSE

1. Member Name (Print clearly): \_\_\_\_\_
2. Home/Cell/Contact Phones : \_\_\_\_\_
3. Contact email(s): \_\_\_\_\_
4. Event Date: \_\_\_\_\_ and Event Timeframe: \_\_\_\_\_AM/PM to \_\_\_\_\_PM  
(be advised that CCC will try to accommodate the times requested)
5. Number of guests expected on premises: \_\_\_\_\_ .
6. Reservation Fee
  - A. \$ 25.00 Clubhouse/Restroom use Only.
7. Lifeguard Fee
  - A. Lifeguard (if needed) fee is \$12.00 per hour per, if available.  
Depending on availability- if need to assist.
8. CCC Responsibility
  - A. CCC will ensure clean grounds, restrooms and a clean clubhouse for your event.
  - B. CCC representative will be on-call for any questions during your event.
9. Refundable Clean-Up Deposit
  - A. \$25.00 Cleaning deposit required as a separate check.
  - B. This check will be returned if all Member responsibilities have been met (see below).
10. Member Responsibilities (must be met for deposit to be returned)
  - A. Member must be present throughout the entire event.
  - B. Member must ensure all guests abide by Cabana rules-a copy will be provided!  
Please note that if after repeated requests and guests do not correct improper behavior by not following the CCC rules, you will be asked to leave and forfeit any rental monies spent.
  - C. Member must ensure proper clean-up.
  - D. Clubhouse and any other areas used are clean and free of debris.
  - E. All **recyclables** and solid waste placed in marked containers.
  - F. Any trash that will not fit in the above containers is removed from the property.
  - G. Any balloons, streamers or other decorations are removed.
  - H. Grill area is clean (if used) – grill is not part of the rental fee and is shared.
  - I. Ensure that any music is kept to a reasonable volume respecting others, and if the board receives complaints the music will not be allowed during the event.  
**Important:** Disputing individuals need to contact: Lisa Milanes, Hospitality Mgr.

11. Commitment

**I agree to the following conditions for hosting my event at Cloverdale Cabana Club and have already reserved the time/date of my party online with Lisa Milanes**

Member Signature and Date: \_\_\_\_\_

12. Process To Secure Rental

Please ensure you have provided the requested information and signed the above commitment and forward:

- A. This form
- B. Check for reservation
- C. Check for the cleaning deposit
- D. Any additional documents

And please mail to:  
**Cloverdale Cabana Club**  
**ATTN: Treasurer**  
**PO Box 176**  
**Campbell, CA 95008**

13. Deadline:

**Form/checks must be received by CCC at least 7 days BEFORE event date!**

14. Cancellation Policy:

You must notify CCC (Lisa Milanes) at least 5 days BEFORE the event if you will not be needing your reservation.

Call 408-892-3101 and/or email at [hospitality@cloverdalecabana.com](mailto:hospitality@cloverdalecabana.com).

15. Inspection:

Lisa will inspect the CCC facility after the event has been completed and fill out the section below. You may receive a copy of the completed form.

NO Clean up Completed: YES

NO Deposit Returned: YES

Date deposit returned: \_\_\_\_\_

Amount of deposit returned: \_\_\_\_\_ and if less than \$25.00 explain:

\_\_\_\_\_  
\_\_\_\_\_

Board Signature \_\_\_\_\_

Date \_\_\_\_\_

**THANK YOU for letting Cloverdale Cabana host your event!**